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28 November 1955

Dear Bill:

As you will recall during the week ended 27 August 1955, a security representative and the undersigned held discussions with you and other representatives of your company concerning several financial and related subjects pertaining to current and expected agreements. In particular, we were concerned with entitlements of, and the manner of, effecting disbursements to contractor's personnel in an agreement of mutual interest at a forward base of operations. We covered all possibilities that could be foreseen at the time and arrived at a tentative understanding only of our problems and some of the solutions. We agreed that the points discussed and my understanding of the items requiring consideration, as well as the suggested system to be followed, would be reduced to writing and forwarded to your attention for review, comments and/or suggestions. Accordingly, there is attached the document mentioned for your review and appropriate disposition.

During review of the attachment it will be appreciated if careful consideration is given to the aspect of completeness of coverage. In respect to payrolling and reporting, we shall utilize the same forms adopted or devised for Government personnel unless the contractor desires that his forms be used, in which case, a small number should be furnished as soon as possible to permit incorporating them, as exhibits, into the instruction to the field Finance Officer that is currently being prepared.

After appropriate coordination of all thinking, the attached document will be modified as may be necessary and then used as a guide by all concerned in: (a) discussing financial payment arrangements with prospective personnel; and (b) concluding financial transactions pertaining to the undertaking.

Very truly yours,

Enclosure:

Document a/s in para. 1.

CONCUR:

Distribution:

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